

REQUEST FOR PROPOSALS
For
Single Designated Entity to Receive Private Donated Funds



ISSUED BY

STATE OF ALABAMA
DEPARTMENT OF HUMAN RESOURCES

Child Care Services Division
Office of Child Care Subsidy

May 24, 2004

REQUEST FOR PROPOSALS (RFP)

Single Designated Entity to Receive Private Donated Funds

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I. GENERAL INSTRUCTIONS

A. TERMS AND CONDITIONS

1. INTRODUCTION

The purpose of this Request for Proposals (RFP) is to solicit proposals for a single entity (private or public, for profit or nonprofit agency or organization, within the state of Alabama) to collect private donated funds for the Child Care Subsidy Program in the State of Alabama. The mission of the Child Care Subsidy Program is to provide Alabama's families equal access to affordable and quality child care services. The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 amended section 418 of the Social Security Act to provide Federal child care funds to State Lead Agencies. The funds designated under section 418 are referred to by the Department of Health and Human Services as the Child Care and Development Fund (CCDF) to reflect the integration of multiple funding sources. The Department of Human Resources (hereafter referred to as the Department) has been designated in the State of Alabama as the Lead Agency for the federal Child Care and Development Fund (CCDF).

The Child Care and Development Fund regulations under Section 98.53e(2) allows state Lead Agencies to designate a single entity to collect private donated funds. The private donated funds collected by the single entity will be used as match to receive federal funds for the Child Care Subsidy Program. Serving as the single designated entity to receive private donated funds will enhance the entity's ability to attract additional donations.

Funds for administrative services associated with collection and certification of eligible private donated funds shall be the responsibility of the designated entity. One (1) proposals will be selected.

Project Period: Up to 12 months

Address all proposals to:

**Jeanetta Green, Director
Office of Child Care Subsidy
Child Care Services Division
Alabama Department of Human Resources
50 Ripley Street
P. O. Box 304000
Montgomery, AL 36130-4000**

- a) Proposals must be received at the above address by:
Date: June 30, 2004
Time: 12:00 Noon (Central Time)
Late or incomplete Proposals will not be accepted. Also, no changes or supplements to the Proposal will be allowed after the deadline, except for those provided for and/or requested by the Department.
- b) Special Note: The Department encourages applicants to consider using an alternative delivery method to normal mail delivery (for example, a commercial carrier, such as Federal Express or United Parcel Service; U.S. Postal Service Express mail) to transmit your proposal to the Department. Alternative delivery methods also allow applicants to track the delivery of their proposal, which may be useful in ensuring timely delivery of proposals. Applicants should allow ample time for proposals to reach the Department by the deadline date.

If you use an alternative method to deliver your proposal, address proposals to:

Jeanetta Green, Director
Office of Child Care Subsidy
Child Care Services Division
Alabama Department of Human Resources
50 Ripley Street
Montgomery, AL 36104

- c) Applicants may submit written questions regarding this RFP to:
Office of Child Care Subsidy
Child Care Services Division
Alabama Department of Human Resources
50 Ripley Street
P. O. Box 304000
Montgomery, AL 36130-4000
FAX: (334) 353-1491
Email: jgreen@dhr.state.al.us or nschlich@dhr.state.al.us
- d) To be considered, all proposals must be concise, describing the agency's ability to meet the RFP requirements. Agencies should avoid fancy bindings and promotional materials within the proposal. All material submitted becomes the property of the Department.

2. RESERVATIONS

- a) The Department reserves the right, in its sole discretion to reject any or all of the proposals received and/or cancel the RFP if it is deemed to be in the best interest of the Department to do so.
- b) The Department reserves the right to waive any minor irregularity in an otherwise valid proposal that would not jeopardize the overall program and to award a contract in the best interest of the Department. Minor irregularities are those which will not have a significant adverse effect on overall program cost or performance.
- c) The Department reserves the right to reject a proposal from any entity whose history in working with the Department indicates that the entity and the Department have historically been unable to work in harmony and cooperation.
- d) Issuance of the RFP in no way constitutes a commitment by the Department to select a proposal, to award a contract or to pay any costs incurred in the preparation of a response to this request.
- e) The Department reserves the right to negotiate with any applicant whose proposal is within the competitive range with respect to technical plan and cost, as well as to select an applicant other than the applicant offering the lowest price.
- f) The Department reserves the right to adopt to its use all or any part of an applicant's proposal and to use any idea or all ideas presented in a proposal.
- g) The Department reserves the right to have some or all of the applicants provide oral presentations of their proposals.
- h) The Department reserves the right to amend this RFP.

3. PROPOSAL SUBMISSION

- a) The proposal must contain original signatures of persons legally authorized to bind the applicant to the proposal.
- b) The original proposal along with **four (4)** copies must be submitted to the Department.

- c) The proposal must be responsive to the RFP and must use the forms and format as specified by the Department.
- d) The proposal must be the work product of the applicant. If the proposal is determined not to be the work product of the applicant, the proposal may be rejected.

4. PROPOSAL SELECTION

- a) If a proposal is selected, the selection will be based upon evaluation methodology developed by the Department (See Section C). However, selection of a proposal may or may not result in a contract. The Department reserves the right to reject a proposal, to select another proposal, or to cancel the RFP.
- b) Only one (1) proposal will be selected for funding.
- c) Notification in writing will be provided to all applicants of the selection or rejection of their proposal.

5. QUALIFICATIONS OF APPLICANT

The applicant should state in the proposal qualifications that will lead to successful completion of the requirements of this RFP including, but not limited to, the following:

- a) The applicant must possess a high degree of professional skill in the area of child development, early care and education, and/or social service.
- b) Applicants must demonstrate the ability to successfully leverage funding from a variety of private, non-governmental sources.
- c) Applicants must demonstrate the ability to manage Department funds in accordance with Federal and State regulations and guidelines. Private for profit or non-profit organizations and agencies, and public entities are eligible to submit a proposal.
- d) A summary of the structure of the applicant organization and evidence of sufficient organizational resources to ensure successful project management and successful completion of services with a high standard of quality including:

- (1) Description of the legal status of the organizations (i.e., non profit for profit, sole proprietor, partnership, corporation, and whether public or private).
 - (2) Description and names of the program's governing board of directors and the names, title, and responsibilities of all officers, identifying those who are authorized to negotiate a contract with the Department and who have responsibility and accountability for the contract.
 - (3) A brief history of the applicant, with the date of incorporation or if unincorporated the date the business began; other programs operated in the past and currently; and prior names of the organization if any.
 - (4) For non-governmental agencies, a **copy** of the most recent financial audit.
 - (5) Federal Employer Identification Number (FEIN)
- d) The applicant must identify individuals and service sites in various communities that the agency intends to use in performing this service. Only prior work by the applicant that is relevant to this RFP should be documented. A brief history of the formation and development of the applicant organization must be provided.
 - e) A job description of each type of position that will be used in providing the service. Such description should include specific duties of the position and the process or procedure for supervision, minimum education, training and experience required, and length and type of in-service training to be provided.
 - f) Information indicating the ability to secure staff to provide the service.
 - g) Any special consideration of a technical or administrative nature (i.e., management or financial controls) that would tend to enhance program performance.
 - h) Any licenses held by the applicant.

- i) Minimum qualifications established by the Department in the RFP.

B. NOTICE

If a proposal is accepted and a contract is executed on the basis of a proposal, the applicant will be subject to the following requirements:

1. TIMELY SUBMISSION

Reports and data delineated in Part II-A, PROGRAM SPECIFICATIONS, must be submitted on a timely basis in the format required by the Department.

2. ACCOMPLISHMENT REPORTS

The Department may request written reports of achievement and the applicant will be required to comply with such requests.

3. PROGRESS REVIEW MEETINGS

The Department may request progress review meetings and the applicant will be required to comply with such a request.

4. PROGRAM AUDITS AND RECORD KEEPING

The Applicant must comply with financial and programmatic audits as well as record keeping requirements as may be established by the Department. Reports and data requested by the Department must be submitted on a timely basis in a format requested by the Department. Program monitoring will occur on an ongoing basis and written reports will be reviewed and evaluated by the child care subsidy staff at the Department.

5. PROGRAM EVALUATION

A performance evaluation tool developed by the Department will be used to evaluate the degree to which agencies administer programs according to applicable Federal and State regulations and Department policies. Agencies that are not maintaining acceptable performance standards will be subject to corrective action including repayment of funds and/or termination of contract.

6. INVESTIGATIONS

The Department will require the applicant's cooperation and assistance in any investigations of compliance including allegations of abuse, neglect or exploitation.

7. OTHER

Other requirements as may be established by the Department and communicated in writing to the applicant.

C. EVALUATION CRITERIA

1. The Department will review and select proposals received in accordance with the general criteria defined herein.
2. Failure of the applicant to provide information required in this RFP may result in the disqualification of the proposal.
3. A comparative scoring process, using detailed criteria, will measure the degree to which each proposal meets the general evaluation criteria. A committee composed of representatives from the state and county offices of the Department of Human Resources and other agencies will review all proposals based on the following criteria:
 - a) Demonstrated ability to provide the specified services requested under this RFP.
 - b) Degree of demonstrated ability to successfully leverage a minimum of \$1,000,000 in funding from private, non-governmental sources.
 - c) Degree to which the most recent financial audit is free of material weaknesses and compliant with the requirements of laws, regulations, contracts and grants, applicable to each of its funding programs.
 - d) Adequacy and completeness of the proposal with regard to the information specified in the RFP, and compliance with the provisions contained in the RFP.
 - e) Qualifications and experience of the applicant and applicant's staff to successfully complete the contract.
 - f) Technical content of the proposal concerning the program description and the management controls to be applied.

- g) Extent to which evaluation methodology are thorough, feasible and appropriate to the proposed project and provides meaningful feedback on performance and permits assessment of progress toward meeting project goals and objectives.
- h) Other criteria as may be determined by the Department.

II. SPECIFIC INSTRUCTIONS

A. PROGRAM SPECIFICATIONS

The mission of the Department's Child Care Subsidy Program is to provide Alabama's families equal access to affordable and quality child care services. The Department is responsible for directing and approving the development, implementation and administration of all services authorized under the Child Care Subsidy Program in the State of Alabama. This includes: interpreting federal and state laws, regulations and requirements; establishing Program and funding priorities; promulgating all rules, policies and procedures governing the services to be provided; and planning, coordinating and directing all Program services.

1. SERVICE DESCRIPTION

The single designated entity will be responsible for locating and certifying private funds that may be used to leverage federal dollars for the operation of the Child Care Subsidy Program. Private donated funds collected by the designated entity will be used for child care services at the direction and/or approval of the Department. Funds will be used to meet the child care needs of families that meet the eligibility criteria of the Child Care Subsidy Program, as directed by Federal regulations, through quality initiatives or direct services.

- a) **Certifying eligibility of private donated funds:** The designated entity is responsible for certifying that private donated funds meet all the criteria to qualify as donated funds, including but not limited to:
 - (1) Ensuring that the funds are used for services eligible under CCDF regulations;
 - (2) Ensuring that donated funds are donated without any restrictions that would required their use for a specific individual, organization, facility or institution;

- (3) Ensuring that donated funds do not revert to the donor's facility or use;
 - (4) Ensuring that donated funds are not used to match other Federal funds.
- b) **Documenting the delivery of services:** The designated entity will be responsible for providing the administrative services needed to effectively implement and carry out Program Services in a timely manner.
- c) **Conducting fiscal and administrative monitoring of funded agencies:** The designated entity will be responsible for conducting monitoring of entities that receive private donated funds to ensure the eligibility of the activities funded with private donated funds and to ensure that funds are used according to policy established by the Department.
- d) **Providing prudent management of funds:** The designated entity is responsible for managing funds in accordance with applicable Federal and State regulations. The entity is required to maintain sufficient documentation of any and all expenses necessary to administer the program. The Department will conduct periodic programmatic and fiscal audits to determine program compliance.
- e) **Completing and submitting timely data and reports required by the Department:** The designated entity is required to submit accurate certification of eligible funds reports and other reports as required by the Department for the management of the Program.

B. SUBMISSION OF PROPOSAL

The extent to which the applicant demonstrates understanding of the nature of the proposed project will have a substantial bearing on the evaluation of the proposal. Proposals shall contain certain specified information and should adhere, as closely as possible, to the format presented here. Each copy of the proposal shall contain the following:

- 1. **Title Page (no points; 1 page)** with the following information:
 - a) Agency submitting the Proposal.

- b) Name, title, phone number and address of person who can respond to inquiries regarding the proposal. Original signature of person(s) legally authorized to bind the applicant to the proposal.
2. **Program Narrative: (20 points; maximum of 3 pages)** This section should contain information which demonstrates the applicant's understanding of the nature of the proposed project including an understanding of the need for and purpose of the program
- a) A brief summary of the applicant's understanding of the requirements set forth in this RFP. The narrative must address the following:
 - (1) The project objectives (as the applicant views them) necessary to fulfill service provision and program goals and including all service elements contained in the specifications sections of the RFP (Section II, A).
 - (2) A clear explanation of the methods by which the agency intends to provide the service(s).
 - (3) An implementation plan which lists the activities which will be conducted to accomplish the Program objectives and dateline for each activity, such as activities to generate private funds.
3. **Prior Experience: (20 points; maximum 3 pages)** Describe the structure of the applicant organization (Per the criteria outlined in Section II-B) and its capacity to deliver the service(s). Describe prior history of providing services to child care community as an advocate or direct services to parents and child care providers. Describe prior experience and success in leveraging private, non-governmental funding.
- a) The applicant should provide copies of the following documents:
 - (1) Documentation that the Applicant agency is registered with Alabama's Secretary of State to conduct affairs in Alabama and documentation of its for profit or not for profit status.

- (2) Names of members of the board of directors.
- (3) Copies of all licenses held by the Applicant for licensed day care centers, family day care homes and group day care homes and/or approval to operate an exempt from licensure child care facility.
- (4) Disclosure of any staff member's affiliations with licensed day care centers, family day care homes and group day care homes and/or exempt from licensure child care facilities including board membership and management responsibility.
- (5) Documentation of all non-governmental funding obtained by the agency for the period October 1, 2002 through September 30, 2003 including the amount, source and use of funds.

4. **Staff Recruitment and Job Descriptions: (10 points, maximum 1 page for description of staff recruitment; a separate page for each staff position title).** The Proposal should indicate the staff that will perform the services required under this RFP. Indicate the number of anticipated staff for each position title. Include relevant training and experience of key project personnel.

Job descriptions must be provided for each staff position that will be involved in performing the services required in this proposal. For each staff position involved in providing services in this proposal the job description must include:

- a) Title of the position
- b) Working hours
- c) Salary range
- d) Narrative job summaries
- e) Specific responsibilities
- f) Educational and experience requirements

5. **Management Plan: (15 points, maximum 1 page)** Indicate the adequacy of the management plan to achieve the objectives of the proposed project, including clearly defined responsibilities, timelines and milestones for accomplishing tasks. Include time commitments of the project director and other key personnel that are appropriate and adequate to meet the objectives of the proposed project.
6. **Management and Financial Controls: (15 points, maximum 1 page)** Indicate procedures in place to assure that funds are handled in accordance with federal and state regulations and procedures for maintaining accountability of funds including but not limited to:
 - a) Procedures for documenting expenditures of funds
 - b) Financial structure for receipting funds and allocating funds to qualified agencies for eligible child care activities.
 - c) Clear and concise plan for allocation of funds if the Applicant operates under more than one funding source.
7. **Evaluation Methodology: (20 points, maximum 2 pages)** Indicate the method to be used to measure progress toward meeting Department goals and objectives. Evaluations should indicate that projects funded with private donated funds are making satisfactory progress toward Departmental directed goals.